

**CONFIDENTIAL**

17 July 1964

**MEMORANDUM FOR: Deputy Director of Intelligence**

**ATTENTION : Deputy Chief, Administration Staff, O/DDI**

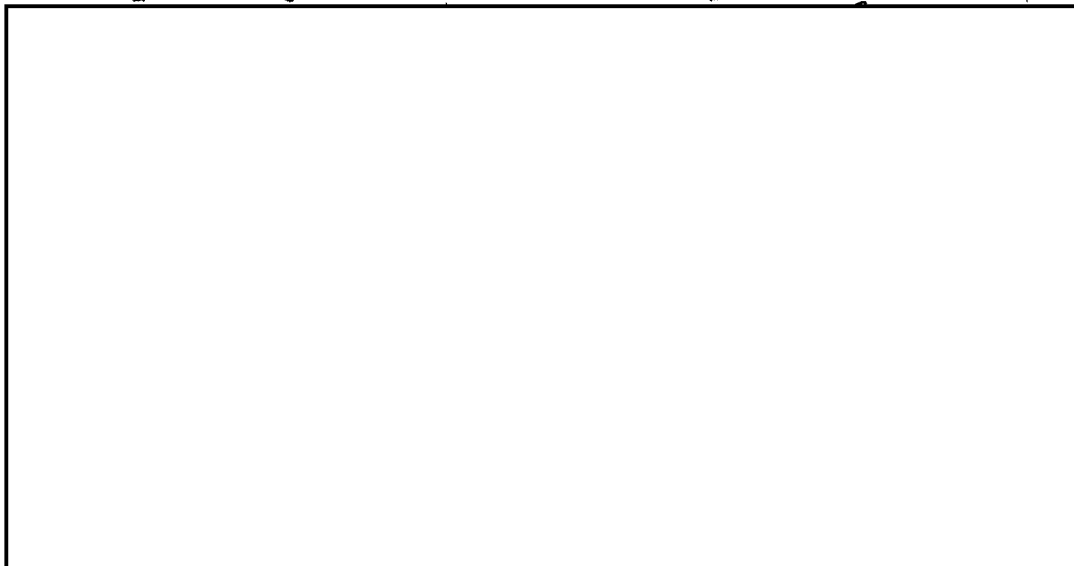
**THROUGH : Records Management Officer, OBI  
Records Management Officer, OCR**

**SUBJECT : Storage of Records in the Federal Records Center,  
Alexandria, Virginia**

1. In order to prolong the availability of space in the CIA Archives and Records Center, it is proposed to move approximately 700 cubic feet of captured World War II Japanese documents, 1500 cubic feet of USIB reference documents collection, and 5000 cubic feet of reserve stock of NIS, into secure space in the Federal Records Center, Alexandria, Virginia.

2. The space has been inspected and approved by the Office of Security.

3. The CIA Archives and Records Center will retain control and provide any reference service necessary to the records.



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GROUP 1  
Excluded from automatic  
downgrading and  
declassification